- You will need all of the information on this form filled out in order to submit this request.
- If information is missing, your request will be denied and you will need to resubmit the request.
- Plan Ahead! There is a minimum approval and processing time of **14 days.**
- Approval or rejection of request will be provided within 5 days of submission.
- Questions can be directed to Sheryl Ezbiansky at sezbians@messiah.edu or to Jared Ruhl, SGA Treasurer at SGAtreasurer@messiah.edu.
- Scan Receipts, Invoices and/or Contracts as a PDF. There are copier/scanners campus-wide.
- **If using Firefox 19+, an Apple Device, or Google Chrome, open this form in Adobe Reader**.
- **Print this form to the CutePDF Printer. Rename, Save and email to Sheryl.**

AP Use Only:

Requestor Information

Requesting Organization _____

Requested By _____ Request Date _____ Messiah ID

Contact email _____

Vendor Information *(If you used your own funds to purchase something, put yourself as the vendor)*

Is this for a MC Student? ○ Yes ○ No Messiah ID Messiah Campus Mail Box #

Person to Pay: _____

Address _____

City _____ State _____ ZIP Code _____

Contact Phone _____ Contact email _____

Reason for Reimbursement

Please continue to the next page of the form to list items being purchased and accounts out of which the funds should be paid.

Items Being Reimbursed

Description of Item or Service	Quantity	Unit Price	Total Cost

Total Amount of Reimbursement

If your request includes mileage, please state the destination(s) you visited:

Below, you must choose at least one org and account to pay for the items listed above. The first organization is defaulted from page one. Once your orgs and accounts are chosen, please allocate the dollar amounts between orgs and accounts and verify that the total equals the "Total Amount of Reimbursement" above. If you are simply using one account and one organization (most common) then only choose Account Code 1 and put the amount of the request in the top-left amount box.

Account Code 1

Account Code 2

Account Code 3

Account Code 4

Account (Select with "Account Codes 1-4" above)

Organization

Org Total

This form is required to be updated annually as well as when new organizations are added. The last update to this form was done on September 1, 2015 by Sheryl Ezbiansky.

Instructions for Completed Form

Once all fields are filled out, verify that accounting amounts are in balance. If accounting is not in balance, that means that the total of all the amounts stated for organizations and accounts does not equal the total amount requested. If accounting is in balance, the form is ready to be submitted.

To submit the form, scan all receipts, invoices and or contracts as a PDF file. There are copier/scanners campus-wide that are capable of scanning to PDF through e-mail. Send yourself the PDF copies of the receipts and then fill out this form. Print this file as a PDF. If you do not have a PDF printer, contact ITS or search for CutePDF Writer online. Email this form **and** the receipts as PDF attachments in an email to Sheryl Ezbiansky at sezbians@messiah.edu.

IRS Required Information for this Transaction:

The section below is for use only by Sheryl Ezbiansky or other delegate authorized by the SGA Treasurer:

Purchase Order Number

Actual Dollar Amount of Expense _____